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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 3

[PART III—SECTION 3]

लघु प्रशासनों से सम्बन्धित अधिसूचनाएं

[Notifications relating to Minor Administrations]

UNION TERRITORY OF DADRA & NAGAR HAVELI
ADMINISTRATION OF DADRA AND NAGAR HAVELI
Silvassa, the 5th May 1981

No. ADM/LAW/SIT/193(II)(5)/81.—In exercise of the powers conferred by Section 23 of the Suppression of Immoral Traffic in Women and Girls Act, 1956 as amended by the Suppression of Immoral Traffic in Women and Girls (Amendment) Act, 1978, the Administrator, Dadra and Nagar Haveli is pleased to make the following rules, namely :—

Short title and commencement

1. (1) These rules may be called the Dadra and Nagar Haveli (Suppression of Immoral Traffic in Women and Girls) Rules, 1981.

(2) They shall come into force at once.

2. In these rules, unless the context otherwise requires—

- 'Act' means the Suppression of Immoral Traffic in Women and Girls Act, 1956 as amended by the Suppression of Immoral Traffic in Women and Girls (Amendment) Act, 1978;
- 'Administrator' means Administrator of Dadra and Nagar Haveli;
- 'Board' means the Board of Visitors appointed by the Administrator under rule 41;
- 'Chief Inspector' means the person appointed as such by the Administrator to discharge the functions of the Chief Inspector under these rules;
- 'Licence' means a licence granted under section 21;
- 'Form' means a form appended to these rules;
- 'Section' means a section of the Act; and

(h) 'Superintendent' except in the expression 'Superintendent of Police' means the principal officer in-charge of a protective home or corrective institution and includes any person specially appointed to discharge the functions of a Suppression under these rules.

Manner of notifying public places

3. A copy of every order of the District Magistrate notifying a place to be a public place under section 7(1) shall be affixed to a conspicuous part of the public place so notified and also the court house of the District Magistrate.

Placing of girls in safe custody

4. (1) Where a responsible and trustworthy person belonging to the same religious persuasion as that of a girl produced before a Magistrate under sub-section (1) of section 17 is willing to take charge of the girl and the Magistrate, acting under sub-section (1) or sub-section (3) of that section, passes an order placing the girl in the safe custody of that person, such person shall execute before the Magistrate an undertaking in Form I.

(2) If the person in whose custody the girl is placed is no longer willing to fulfil the conditions of the undertaking, he/she may apply to the Magistrate for releasing him/her from the obligation to keep the girl in his/her custody.

Detention of woman or girl in a protective home or corrective institution

5. Where, in pursuance of sub-section (1) of section 10A, or sub-section (4) of section 17, or sub-section (3) of section 19, a Magistrate passes an order directing that a woman or girl be detained in a protective home or corrective institution, a warrant of detention in Form II shall be prepared in duplicate and shall be forwarded to the Superintendent of the protective home or corrective institution, who shall retain

one copy and return the other to the Magistrate after making an endorsement there-in that the woman or girl referred to in the warrant has been duly taken in his/her charge.

Notification of residence, etc., by convicted offenders.

6. (1) A convicted offender who has been ordered by the court under section 11 to notify his/her residence or any change of, or absence from such residence shall, immediately after his/her release, report himself/herself to the police officer having jurisdiction over his/her place of residence and shall also leave his/her correct address with such police officer. Thereafter, he/she shall report himself/herself to such police officer. Once in every month till the expiry of the period for which he/she is required to notify his/her residence.

(2) When any such offender intends to change his/her place of residence, he/she shall intimate his/her intention to the police officer having jurisdiction over his/her place of residence and also furnish to him/her the correct address of the intended place of residence. In every such case, the Police Officer shall send to the police officer having jurisdiction over the new place of residence a report of the intended change of residence together with full particulars of the convicted offender.

(3) As soon as the offender takes up his/her residence in the new place, he/she shall report himself/herself to the police officer having jurisdiction over that place and shall also report himself/herself to such officer once in every month till the expiry of the period for which he/she is required to notify his/her residence.

(4) If, for any reason, the offender does not change his/her place of residence as originally intended, he/she shall report the fact to the police officer having jurisdiction together with the reasons for such change of intention.

(5) The provisions of sub-rules (2), (3) and (4) shall apply to temporary absence from the place of residence for any period exceeding seven days:

Provided that, in the case of temporary absence, the convicted offender shall again report to the police officer as soon as he/she return to the usual place of residence.

(6) Any person who commits a breach of any of the sub-rule (1) to (5) shall be punishable with fine which may extend to two hundred and fifty rupees. Explanation:—In this rule, 'Police officer' means the officer in charge of a police station.

Licensing of Protective homes and corrective institution

7. (1) Application for a licence under section 21(3) shall be made in Form III to the Administrator.

(2) On receipt of an application for a licence, the Administrator shall cause full and complete investigation to be made through an officer or authority appointed in his behalf before issuing the licence. The said officer or authority before reporting on the application to the Administrator shall record the statement of the applicant or applicant and the special police officer appointed for the area. In addition, he may make enquiries from such social welfare workers or respectable persons of the locality as he may deem necessary. The Administrator, if satisfied, that the applicant or applicants is or are fit person or persons to whom a licence may be granted may grant a licence in Form IV, which is granted will remain in force for a period of one year.

(3) An application for the renewal of a licence shall be made in Form V at least thirty days before the date of its expiration. The licence may thereupon be renewed for a like period.

(4) No licence issued or renewed under this rule shall be transferable.

(5) The management of every licenced home shall, wherever practicable, be entrusted to woman.

(6) The licence shall comply with all the conditions of the licence and the provisions of the Act and these Rules and shall maintain all registers and accounts in the manner hereinafter laid down and shall submit all statements and returns as prescribed in the rules.

Admission into protective homes or corrective institutions.

8. (1) On the admission of a woman or girl into a protective home or corrective institution under the provisions of the Act, she shall be examined by the Superintendent, who shall record in the Inmate's Register in Form VI the particulars required to be shown in that register.

(2) The woman or girl admitted into a protective home or corrective institution shall then be supplied with a new set of clothes and the clothes worn by her at the time of admission shall be destroyed, if they are in rags or in filthy and verminous conditions. The clothing of every woman and girl to be detained for a period of two years or more shall, if they are not liable to be destroyed, be sold and the proceeds credited to the personal account of the woman or girl. In all other cases, the clothings of a woman or girl shall be returned to the parents, guardians or relatives of the woman or girl and if it is not possible to do-so, shall be washed, tied up in a bundle and stored and returned to the woman or girl on her discharge. She shall also be given a bath, which shall be of a disinfecting nature.

(3) The Superintendent or some other official of the protective home or corrective institution considered suitable by such Superintendent, shall then take the woman or girl to the nearest hospital for examination. If there is no hospital within a reasonable distance, the medical examination of the woman or girl shall be conducted by the nearest qualified lady doctor.

(4) Women or girls found to be suffering from any venereal disease shall be kept, as far as possible, separate from the other inmates of the protective home or corrective institution. Women or girls suffering from minor ailments shall be treated by the Medical officer of the protective home or corrective institution. If any woman or girl is suffering from serious illness, she shall be taken to the nearest hospital for admission and a report shall immediately be sent to the District Magistrate. A copy of the report shall be simultaneously sent to the Chief Inspector.

Admission of children accompanying inmates into protective homes or corrective institution.

9. (1) A child below seven years of age in the care of its mother who is detained or ordered to be kept in the protective home or corrective institution may also be admitted to the home or institution along with her, if it cannot be placed with its relatives or otherwise properly provided for. If any question arises as to whether a child is below seven years of age or not, such question shall be determined by the Superintendent.

(2) A child born in the home or institution after the admission of the inmate into the protective home or corrective institution may remain with her.

(3) No child shall be kept in the protective home or corrective institution if it has completed the age of seven years. On a child completing such age, the Superintendent shall intimate the fact to the Chief Inspector with a view to his/her making arrangements, if possible, to place the child with its relatives or to producing it before the Child Welfare Board/Children's Court/Juvenile Court Constituted under the Children Act for such order as may be deemed fit by the competent authority under the Children Act.

(4) A child kept in the protective home or corrective institution shall be allowed such diet and clothing as the medical officer attached to the home or institution may think fit.

Case record

10. A record comprising of a history ticket in Form VII and other information regarding the study, classification and placement of the inmate and her responsiveness to institutional treatment shall be maintained in respect of each inmate.

Medical Examination

11. Every inmate shall be medically examined and weighed once in every month and the result of such examination and weighing shall be recorded in the history ticket of the inmate. A statement in Form VIII shall be

submitted by the Superintendent before the 10 of every month to the Chief Inspector showing the weightment statistics of the protective home or corrective institution.

Strength of establishment of protective home or corrective institution

12. The strength of the establishment including executive, clerical and correctional personnel of each protective home or corrective institution whether established or licensed by the Administrator shall be determined by the Administrator from time to time in consultation with the Chief Inspector. The Administrator in consultation with the Chief Inspector, may also assign duties to them. Necessary arrangements for medical aid of the inmates shall be made by the Administrator in consultation with the Chief Inspector.

13. (1) Each protective home or corrective institution shall be headed by a whole-time Superintendent, preferably a woman, who is professionally trained in Social Work or has a wide experience in women welfare. In performing his/her duties the Superintendent shall be assisted, besides executive and clerical staff, by as many specialists, such as, case workers, psychologists, etc., as considered necessary by the Administrator, for home or institution under his/her charge. The Superintendent shall generally be responsible for the observance of all rules and orders, the supervision of the subordinate staff and the maintenance of discipline among the inmates. He/she shall, in his/her own handwriting, maintain an office journal in which shall be recorded daily every occurrence of importance connected with the management of the home or institution, which is not otherwise disposed in the register of correspondence and which it is desirable to note for future guidance. The Journal shall be forwarded to the Chief Inspector at the end of each month, who shall immediately return it after perusal with such remarks as he/she may consider necessary.

(2) The Superintendent of a corrective institution shall pay special attention to the individual problems of each inmate under his/her charge and for this purpose he/she shall ensure that a systematic programme of study, classification, placement, recovery, re-education and rehabilitation is planned for them.

Duties of Superintendent.

14. The following duties, in addition to other duties assigned by the Administrator from time to time, appertain to the Superintendent:—

- (i) the Superintendent shall be in charge of general supervision and sanitation of the home and the health of inmates;
- (ii) the Superintendent shall make an optimum use of the institutional resources in providing to inmates the requisite opportunities for personality reconstruction and reformatory treatment;
- (iii) the Superintendent shall be responsible for the discipline of the subordinate staff;
- (iv) the Superintendent shall be in charge of maintaining general accounts, disbursing bills, custody of jewellery, cash and other belongings of the inmates;
- (v) the Superintendent shall be in charge of office correspondence and public relations;
- (vi) the Superintendent shall arrange meetings of the Board of Visitors and submit immediately the reports of the meetings to the chief Inspector;
- (vii) the Superintendent shall make surprise inspection of provision stores at least once a month, shall visit the home or institution at unspecified hours at least twice a month during night and check that every thing is in order.
- (viii) the Superintendent shall be responsible for submitting statements and results under these Rules in addition to such statements and returns as may be prescribed by the Administrator in consultation with the Chief Inspector from time to time;
- (iv) the Superintendent shall be responsible for the purchase of provisions as per the orders issued by the Chief Inspector from time to time. He/She shall also see the rations weighed and served out to the

cooks, and shall with the Medical Officer, inspect the food daily when it is cooked and ready for distribution, to make sure that it is properly cooked and that the full quantity reaches the inmates;

- (x) the Superintendent shall be responsible for all the property of the protective home or corrective institution and all money and stores received.

Weekly Inspections.

15. (i) On one morning in every week, which shall usually be Monday, the Superintendent shall hold a thorough inspection of all the inmates at which the Medical Officer shall also be present. At each such inspection the Superintendent shall satisfy himself/herself—

- (a) that every inmate is provided with proper clothing and bedding;
- (b) that they are clean and tidy; and
- (c) that the rules and orders applicable to inmates are being carried out.

(2) The Superintendent shall, at every such inspection, hear and enquire into any complaints and requests that the inmates may wish to make. It shall be his/her duty to hear the complaints and requests of inmates patiently and to afford them reasonable facilities for making such complaints and requests.

(3) Nothing in this rule shall debar any inmate from making a complaint or request to the Superintendent at other times than at the weekly inspection, and it shall be the duty of every member of the staff to produce before the Superintendent without delay any inmate desiring to see him/her.

Documents to be kept in the personal custody of the Superintendent.

16. The following documents shall be kept in the personal custody of the Superintendent:

- (a) Contract agreement bonds.
- (b) Contractor's and subordinates' security deposit receipts or post office saving bank account books and post office cash certificates.

Previous sanction required to leave station by Superintendent

17. Without the written sanction of the Chief Inspector, the Superintendent shall, on no account, absent himself/herself from the station.

office order book.

18. The Superintendent shall maintain an order book for the protective home or corrective institution in which he/she shall record all standing orders issued to his/her subordinates from time to time. He/She shall by an order allot the various duties to his/her subordinates and may, by a subsequent order, vary such allotments as and when considered necessary.

Duties of the Medical Officer of protective home or corrective institution.

19. (1) In addition to such other duties as may be assigned to the Medical Officer of a protective home or corrective institution by the Administrator from time to time in consultation with the Chief Inspector, the Medical Officer shall visit the protective home or corrective institution every day except on Sundays and other holidays; on Sundays and holidays also, when necessary. He/She shall attend to the health and cleanliness of the inmates, the treatment of the sick, the sanitation of the protective homes or corrective institution, general inspection and supervision of food and all other matters connected directly or indirectly with the health of the staff and inmates of the home or institution.

(2) On each visit to the protective home or corrective institution, the Medical Officer shall enter his/her remarks in the register in Form IX.

(3) During the absence of the Superintendent on short leave other than casual leave) or during a vacancy in the post of the Superintendent for a short period, and if there is no Deputy Superintendent to hold her/his charge the Medical Officer, with the previous approval of the Chief Inspector, may act, if called upon to do so, as the Superintendent, in addition to his/her own duties.

Education and training of inmates of protective homes and corrective institutions.

20. (1) Provision shall be made for general education and training programmes in all protective homes and corrective institutions. Each protective home or corrective institution shall, as far as possible, provide for vocational training of inmates in keeping with their aptitudes, interests and rehabilitative requirements. All inmates, unless physically incapable, diseased or sick, shall be engaged on constructive work.

(2) Each protective home or corrective institution shall be provided with such facilities of education and training as approved by the Chief Inspector. The curricula of education and vocational training to be followed in a protective home or corrective institution shall be drawn in consultation with the Director of Education or the Director of Employment or Training or other concerned departments of the Union Territory Administration, as the case may be. If found necessary the facilities for education and vocational training available in the community shall also be purposefully availed of for the benefit of inmates with the approval of the Chief Inspector.

(3) Adequate number of training teachers and qualified instructors shall be appointed for imparting education and vocational training to the inmates. In an emergency, such teachers and instructors may be directed by the Superintendent to attend to the executive or administrative duties as well.

Daily routine of protective home and corrective institutions.

21. (1) The daily routine of the inmates shall be fixed by the Superintendent with the approval of the Chief Inspector, generally on the following lines;

5.30 a.m. to 6.30 a.m.	in warm months and 6.30 a.m. to 7.30 a.m. in colder months.	visit to latrine, ablution, bath and toilet, etc.
7.30 a.m. to 7.45 a.m.		Prayers
7.45 a.m. to 8.15 a.m.		Breakfast.
8.15 a.m. to 9.30 a.m.		Personal chores
10.00 a.m. to 1.00 p.m.		Education and Vocational training
1.00 p.m. to 2.00 p.m.		Lunch and Rest
2.00 p.m. to 4.30 p.m.		Work programmes
4.30 p.m. to 6.30 p.m.		Organised recreation
6.30 p.m. to 6.45 p.m.		Prayers
6.45 p.m. to 7.30 p.m.		Dinner
7.30 p.m. to 9.30 p.m.		Study, reading and leisure time activities.

(2) Daily routine may be suitably modified on Sundays and other holidays. Saturdays shall be observed as half holidays.

(3) In corrective institutions, the daily routine of inmates shall be so regulated as to provide an ample scope for an individualised correctional treatment of different types of inmates.

Diet of inmates in protective homes and corrective institutions

22. (1) The inmates of protective homes and correctional institutions shall be provided with a balanced, nutritious and wholesome diet in accordance with the scale prescribed by the Administrator from time to time. The scale of diet shall generally conform to the following requirements:

Cereals (including millet)	500 grams
Pulses	115 grams
Vegetables	250 grams
(green leafy, roots and tubers and other).	
Fish or Meat or	
Milk and ground nut (roasted)	60 15 grams
or	
Milk and	60 ml.
Gram (roasted)	20 grams.
Jaggery	25 grams
Oil	30 grams.

Salt	25 grms.
Tamarind	10 grams.
Jeera and Tejpatha	0.5 grams
Turmeric	1 grams
Corriander	0.5 gram
Chillies	0.5 gram
Tea /Coffee	a cum (twice a day)

(2) For pregnant and nursing women, the following items shall be added to the scale;

Milk	225 ml.
Sugar	50 grams
Vegetables	115 grams
Fish/meat or	30 grams
Curds	50 grams

(3) The scale of fuel per inmate shall be as under:—

Coal	285 grams when total number of inmates is more than 150.
	340 grams when the total number of inmates is below 150.
Fire-wood.	565 grams when the total number of inmates is more than 150.
	680 grams when total number of inmates is below 150.

(4) Special diet as approved by the Chief Inspector shall be issued on festival days to be specified by the Administrator. Diet for sick and diseased inmates shall be regulated as per the advice of the Medical Officer.

Supply of clothing, etc., to inmates of protective homes and corrective institutions.

23. (1) The inmates of the protective home or corrective institution shall be provided with clothing, bedding and other articles in accordance with the scale prescribed by the Administrator from time to time, on the following basis:

Two sarees, three blouses and two petticoats per year

or

Two sets of salwar, Kameez and dupatta per year,
Four set of customary under garments per year,
One pair of chappal/footwear every year
Two towels per year
Sterilised sanitary pads as per requirement
One thick cotton durrie or mat (2 metres/1 metre)
One pillow and 2 pillow-covers every two years one
cotton bed-sheet and one cotton chuddar per year.
Woolen blankets and warm clothing according to the climatic requirements or on medical recommendation.

(2) Each inmate shall be supplied with one steel box, one plate, one mug, one bowl, one comb and one mirror. For the purpose of washing clothes, one bar of washing soap per month, and for bathing purpose one cake of soap per month be supplied to her. Further, she shall be provided with 5 grams of oil daily for oil bath. Tooth-powder, twigs, or other means of cleaning teeth shall also be given for daily use.

(3) All articles of inmates' clothing, bedding, etc. shall be washed and exposed to the sun and disinfected and fumigated at fixed intervals. All such articles shall be sterilised before initial use and subsequent issue.

Living space for inmates of protective homes and corrective institutions.

25. Every inmate shall have a separate bed with a floor space of not less than 2.5 metres X 1.5 metres per bed. A place shall be allotted for every inmate in the dormitory.

Religious and moral instructions.

25. A. (1) The protective homes and corrective institutions shall not be used as a means of fostering any one religion at the expense of others and the principle of secularism shall be maintained strictly.

(2) Religious and moral instructions to inmates of protective homes and corrective institutions shall be allowed on condition that no proselytising is carried on under the cloak of such instructions and that nothing is done to take the inmates away from the religion professed by them. These instructions may be in form of : meditation; group prayers; devotional songs which can be recited by persons of all religions; selected reading of literature dealing with ethers and universal principles of religion; study of the lives of saints, social reformers and moral teachers; and moral lectures, talks and discourses.

(3) The Superintendent shall endeavour to secure the services of honorary moral teachers and instructors; and in their absence, the senior members of the staff, preferably the teachers, shall be deputed to impart religious and moral instructions to the inmates of their own faith at least one a week.

(4) The selection of honorary moral teachers and instruction shall be made by the Chief Inspector in consultation with District Magistrate.

(5) The Chief Inspector may remove from the list of honorary moral teachers and instructors the name of any such teacher or instructor if he/she is found unsuitable for the purpose.

Libraries for protective homes and corrective institutions.

26. Every protective home or corrective institution shall be provided with a library of suitable books and periodicals with a catalogue. The choice of books and periodicals shall be made by the Superintendent and approved by the Chief Inspector in keeping with the requirements of character-building and self-improvement of inmates.

Attendance of the inmates protective homes or corrective institutions before Police or Magistrate.

27. Any inmate whose attendance is required before the police or before a court shall be permitted to leave the protective home or corrective institution for the purpose only on receipt of a written requisition signed by the Commissioner of Police or by a police officer not below the rank of a Deputy Superintendent of police as authorised by the Commissioner of Police or of a summons issued by the court of competent jurisdiction. The inmate shall in such cases be accompanied by the Superintendent or by any other member of the staff considered suitable by the Superintendent.

Escape and recapture of inmate of protective home or corrective institution.

28. (1) The Superintendent shall give immediate notice of the escape or recapture of any inmate of the home or institution to :

- (a) the Chief Inspector,
- (b) the nearest police Station, and
- (c) District Maistrate.

(2) On receipt of a notice of escape under sub-rule (1), the officer-in-charge of the Police Station shall take necessary steps to recapture the inmate and to bring her back to the home or institution from which she escaped.

(3) The time which elapses after the escape of an inmate till her recapture under sub-rule (2) shall be excluded in computing the period of her detention in the home or institution.

Death of inmate in protective or corrective institution.

29. In case of death of any of the inmates, the Superintendent shall immediately report the circumstances of the cases to the Chief Inspector and the District Magistrate. Simultaneously, the parents or guardians or relatives of the deceased inmate shall also be informed, immediately.

Transfer of inmates.

30. (1) The Chief Inspector may at his own or on the report of the Superintendent order transfer of any or girl detained in a protective home or corrective institution, to :—

- (i) another protective home or corrective institution, as the case may be, if such a transfer is considered necessary for the welfare of the inmate or in the interest of the institutional discipline or for want of proper accommodation; and the ground on which the transfer is made shall be recorded in writing.
- (ii) a corrective institution from a protective home if the attitude, behaviour and conduct of the woman or girl is such that she requires an intensive corrective treatment.
- (iii) a protective home from a corrective institution if the attitude behaviour and conduct of the woman or girl and other relevant circumstances including the kind of facilities required by her warrant such a transfer.

Provided that the total period of detention of of such woman or girl shall in no case vary by an order under this rule.

(2) Without prejudice to any disciplinary action under these rules, the Superintendent with the prior approval of the Chief Inspector, may report to the court the case of any woman or girl detained in a protective home or corrective institution, as the case may be, who is found to be incorrigible or exercising bad influence upon other inmates of the home or institution or whose presence becomes detrimental to the discipline of the home or institution, and the court may thereupon, if satisfied, convert the balance of her detention period in a home or institution or part thereof into a term of imprisonment :

Provided that the period converted into a sentence of imprisonment by the Court shall not exceed three months at a time.

(3) On receipt of the orders of the court under the foregoing sub-rule, the superintendent shall forthwith transfer the woman or girl along with the detention warrant to the prison for execution of the sentence of imprisonment.

(4) The Superintendent of the prison to which any woman or girl is ordered to undergo a sentence of imprisonment under sub-rule (2) shall inform the Superintendent of the protective home or corrective institution, as the case may be, of the due date of the expiry of the term of imprisonment at least 15 days in advance.

(5) On receipt of information under the foregoing sub-rule, the Superintendent shall bring or cause to bring the woman or girl to the protective home or corrective institution, as the case may be on expiry of sentence of imprisonment ordered under sub-rule (2), for undergoing the remaining period, if any, of her detention in a protective home or corrective institution.

(6) The Superintendent of a prison to which a woman or a girl is sentenced under Section 7 or section 8 of the Act may, at any time, report to the court the case of any woman or girl who requires prolonged protection or such instruction and discipline as are conducive to her correction; and the court may thereupon, if satisfaction, pass an order of detention in a protective home or corrective institution, as the case may be, for a term not being less than two years and not having more than five years, as the court thinks fit.

(7) On receipt of the order of detention from the court under sub-rule (6), the Superintendent of the prison shall forthwith transfer the woman or girl along with the warrant of detention to the protective home or corrective institution as the case may be.

(8) The detention order as aforesaid shall be executed in the same manner as a detention order passed under section 10A of the Act.

Visits to and communications with the inmates of protective homes and corrective institutions.

31. (1) No inmate shall be allowed to see visitors or receive letters without the express permission of the Superintendent and no male visitor shall be permitted to interview any of the in-

mates except in the presence of the Superintendent or any other member of the staff of the home or institution so authorised by the Superintendent in this behalf.

(2) Every inmate newly admitted to a protective home or corrective institution shall be allowed reasonable facilities for seeing or communicating with her relatives, friends or legal advisers for the preparation of an appeal.

(3) Parents and guardians may visit inmates of a protective home or corrective institution on Sunday between 4 p.m. and 6 p.m. For very urgent reasons, visitors may be allowed on other days and at other times with the special permission of the Superintendent. The privilege of receiving visitors may be refused on the orders of the Superintendent as a punishment for misconduct by the inmate, or if it is used to introduce any prohibited article into the home or institution or if the parent or guardian has or is likely to have, in the opinion of the Superintendent, a bad influence on an inmate or inmates or for any other sufficient cause. The Superintendent shall record his/her reasons for such refusal in the office journal.

(4) Every inmate shall be allowed to write or receive a letter once a month during the period of her detention or stay in the home or institution, subject to the condition or good conduct.

(5) If the address of the parents or guardians is known, they shall be given notice of any serious illness of the inmate and the Superintendent shall answer any reasonable enquiries made by the parents or guardians.

(6) Inmates shall be allowed, if they so desire, special letter in order to inform the parents or guardians of their transfer from one protective home or corrective institution to another. This shall not be counted as a letter for the purpose of sub-rule(4).

(7) No letter shall be delivered to or sent by an inmate unless the Superintendent has satisfied himself/herself that its transmission is unobjectionable.

(8) The Superintendent may at his/her discretion grant interviews or allow the despatch or receipt of letters at short intervals than those provided in sub-rule (4) in spite of the inmates misconduct, if he/she considers that special or urgent grounds exist for such a concession.

(9) A register shall be maintained by the Superintendent for recording the visits of parents or guardians of the inmates of the home or institution. Cases of refusal so permit visits shall be recorded in this register with reasons.

(10) A register of correspondence between the inmates and their parents and guardians shall be maintained.

Permission to inmates to absent themselves for short periods from protective home or corrective institution.

32. (1) With the previous sanction of the Chief Inspector, and in very special cases, the Superintendent may grant to any inmate leave of absence for a period not exceeding a week on the death of the parent or guardian or to visit the parent or guardian who is seriously ill. The Chief Inspector may extend the leave granted by a period not exceeding two weeks. The leave granted may at any time be cancelled or curtailed without assigning any reasons and the inmate recalled.

(2) The period during which an inmate is absent from the protective home or corrective institution under sub-rule(1) shall be deemed to be a part of her detention in the home or institution.

Discipline and punishment.

33. The following acts are forbidden in a protective home or corrective institution and every inmate who wilfully commits any of them shall be deemed to have wilfully disobeyed the regulations of the protective home or corrective institution :

- (a) quarrelling with any other inmate,
- (b) any assault or use of criminal force,
- (c) use of insulting, obscene or threatening language,
- (d) immoral or indecent or disorderly behaviour,
- (e) wilfully disabling herself for labour,
- (f) contumaciously refusing to work,

- (g) wilfully idleness and negligence at work,
- (h) wilful damage to the property,
- (i) wilful mismanagement of work,
- (j) tampering with or defacing history tickets, records, documents or tools,
- (k) receiving possessing or transferring any prohibited article,
- (l) feigning illness,
- (m) wilfully bringing a false accusation against any officer or inmate,
- (n) omitting or refusing to report, as soon as it comes to her knowledge, the occurrence of any fire, any plot or conspiracy, any escape, attempt or preparation to escape or any attack upon any inmate or official,
- (o) conspiring to escape or to assist in escaping,
- (p) answering untruthfully any question put by an officer or a visitor,
- (q) refusing to eat food or wilfully destroying food,
- (r) committing a nuisance.

(2) The Superintendent may award any of the following punishment for the act or acts specified in sub-rule(1) :—

- (a) deprivation of play hours;
- (b) temporary cessation of visits from parents or guardian; and
- (c) change to labour of severe nature for a period not exceeding three months.

(3) A punishment book shall be maintained by the Superintendent, who shall record full particulars of the punishments inflicted by him/her together with the nature of offences, the names of the offenders and the number of previous punishments awarded to them.

(4) An extract from the punishment shall be sent by the Superintendent to the Chief Inspector before the 10th of every month.

Prohibited articles.

34. Liquor, intoxicating drugs including opium and ganja shall be the prohibited articles and shall not be introduced, received, possessed or transferred in the protective home or corrective institution.

Treatment of mental cases.

35. When an inmate of a protective home or correction institution is sent to a Government Mental Hospital for observation or treatment, action shall be taken by the Superintendent under section 6(2) of the Indian Lunacy Act, 1912 (4 of 1912) for obtaining reception orders. An inmate who is taken to the Government Mental Hospital with such reception order shall be treated as a 'Civil patient'.

Removal to Civil hospitals for treatment.

36. (1) Whenever the Medical Officer of a protective home or corrective institution considers it necessary to remove an inmate to a Civil Hospital for treatment as an indoor patient, he/she shall draw up a full statement of the case and forward the same to the Superintendent, who shall forthwith cause the inmate concerned to be sent to the hospital temporarily.

(2) The inmate shall immediately proceed under escort to the hospital and present herself to the officer incharge of the hospital.

(3) The inmate shall be an indoor patient in the hospital and shall not leave it until formally discharged therefrom.

(4) The authorities of the hospital shall give intimation to the Superintendent concerned before discharging the inmate from the hospital. On receipt of intimation, the Superintendent shall arrange for an escort to fetch the inmate. The railway warrant, subsistence allowance, bus or other fare and any other allowance necessary for the inmate and the escort shall be given to the escort so arranged by the

Superintendent. Such charges shall also be paid to the escort while removing the inmate from the protective home or corrective institution to the hospital.

(5) When an inmate is removed for treatment to Civil Hospital, no charges shall be made against the protective home or corrective institution for the treatment and diet given to the inmate in the hospital.

Period spent in hospital.

37. When an inmate is sent to a Government Mental Hospital or as an indoor patient to a Civil Hospital—The period spent by her in such hospitals and in-going there and return therefrom shall be deemed to be part of the period of her detention or stay in the protective home or corrective institution.

Discharge of inmates of protective home or corrective institutions.

38. (1) On a report from the Superintendent, the Chief Inspector may order any woman or girl detained in a protective home or corrective institution, whose behaviour is found to be good and that she is unlikely to commit any offence under the Act, to be discharged without or with conditions as he/she deems fit to impose and grant her a written licence of such discharge in Form X.

Provided that no such woman or girl shall be discharged on licence unless she has resided in the corrective institution for a period not less than six months or in a protective home for not less than one-third of her detention, as the case may be.

(2) The Superintendent shall at the end of each month prepare a statement of inmates who have to be discharged in the subsequent month and read out the statement to the inmates. All such cases in which the inmates have no safe place to go back, shall be reported by the Superintendent to the Chief Inspector, at least one month before the date of their discharge from the home or institution, for such rehabilitative placement as the Chief Inspector deems appropriate.

(3) On the day of discharge, the inmate's state of health shall be recorded by the Superintendent in the Inmates' Register. He/She shall compare the entries in the warrant of committal with those in the Register and shall satisfy himself/herself that they agree and that the term of the inmate has been duly served. He/she shall then sign the endorsement for discharge on the warrant, certifying to the due expiry of the term. The belongings of the inmate shall be handed over to her and the details recorded in the appropriate column in the Inmates' Register. The inmate shall be given food for the day before she is discharged. The inmate shall if necessary, be provided with suitable clothing.

(4) Every discharged inmate whose destination is on or near a line of railway shall be supplied with a railway ticket of the lowest class. Payment of the fare shall be made by railway warrant where the cost of the journey exceeds to Rs. 20. In other cases, payment shall be made by cash. When a journey is to be made by boat, bus or steamer, the inmate shall be provided with passage or passage money to the halting place nearest to her destination at the lowest rate. Every inmate who has to proceed a distance of more than 8 Kilometres by road or more than 3 hours journey by rail or other mode of conveyance shall on discharge be given subsistence allowance at the rate of Rs. 2, if the journey is to be completed on the following morning, and Rs. 4, per day otherwise.

(5) In cases where the parent, relative, husband or guardian of the discharged inmate fails to make his/her own arrangement to take charge of the inmate at the protective home or corrective institution, the inmate on discharge shall be sent under the charge of an official of the home or institution who shall be responsible for the care and safety of the inmate until she is handed over to such parent, relative, husband or guardian. The official shall be granted travelling allowance for to-and-fro journeys at the rates admissible under the rules of the Union Territory Administration.

(6) The Administrator may at any time order suitable inmates of the protective home or corrective institutions to be admitted into institutions established under the After-Care Programmes of the Union Territory Administration.

(7) A disposal register in Form XI shall be kept in every protective home or corrective institution in which full particulars shall be entered of the manner in which every inmate is disposed of on discharge and of her after-care. Every effort shall be made by the Superintendent to keep in touch with the inmates for at least 3 years after their discharge.

(8) An annual return in Form XII shall be made by the Superintendent to the Chief Inspector. The remarks made by the Board of Visitors from time to time during the year to which the return relates shall also be communicated to the Chief Inspector with the return.

Marriages of inmates of protective homes and corrective institutions.

39. (1) The Superintendent may, if possible, arrange for the marriage of an inmate with a man of her own religion provided that she has attained the age of 18 years and that her previous consent about marriage is obtained in writing and she shown her willingness to get married to the particular man. No monetary consideration shall be accepted from the person to whom the inmate is married or from any person interested in him.

(2) No such marriage shall be performed unless the character, antecedents and background of the man has been verified and he is found fit for the marriage. Permission of the District magistrate be obtained in each case.

Chief Inspector of protective homes and corrective institutions.

40. (1) The Administrator shall appoint a Chief Inspector for all the protective homes and corrective institutions in the Union Territory.

- (a) he/she shall superintend, supervise and control the working of these rules.
- (b) he/she shall have general control over the staff in all protective homes and corrective institutions in the Union Territory.
- (c) he/she shall inspect all protective homes and corrective institutions whether established or licensed by the Administrator at least once a year and submit his/her inspection report to the Administrator

Board of visitors.

41. (1) The Administrator may appoint for any local area a board of Visitors to visit once a month protective homes and corrective institutions situated within such local area and to comment and advise on matters affecting the administration of such protective homes and corrective institutions.

(2) The Administrator may appoint to a Board of visitors to work as its members such officials and non-officials as deemed necessary, the total number being not less than 3 and not more than 7, one of whom shall be nominated as President, non-official members may include experienced social welfare workers, especially women, in the field of the suppression of immoral traffic in women and girls.

(3) A non-official member shall hold office for 2 years from the date of his/her appointment and shall be eligible for reappointment.

(4) It shall be the duty of the Board.

- (a) to enquire into and see that the arrangements for the care and Welfare of inmates in the protective homes and corrective institutions are proper in all respects;
- (b) to interview new admissions since the last meeting and to hear any representations that the inmates may desire to make;
- (c) to review the working of correctional programmes and to suggest measures for further improvements;
- (d) to help in the rehabilitation of women and girls discharged from the protective homes and corrective institutions;
- (e) to carry out any other duties which may be assigned to the Board from time to time by the Administrator.

(5) The Board shall hold a formal meeting once in every 3 months. The meeting shall be held in the protective home

or corrective institution, by rotation. The Superintendent of the protective home or corrective institution in which the meeting is held shall be the Secretary of the Board for the meeting.

(6) No business shall be transacted at the meeting of a Board unless at least 3 members are present.

(7) The president shall chair every meeting of the Board at which he/she is present. If the President is absent from any meeting, the members present shall elect one of the members to chair the meeting and the member so elected shall at that time exercise all the powers of the President.

(8) The President of the Board shall fix the date and hour of the meeting and a week before the date so fixed, a notice thereof, together with an abstract of any special matters to be considered, shall be furnished to the members by the Secretary of the Board.

(9) The minutes of each meeting shall be approved by the President and sent by the Superintendent of the protective home or corrective institution in which the meeting is held to the Chief Inspector with his/her remarks.

(10) The Superintendent of each home or institution shall bring to the notice of the Chief Inspector all cases of failure on the part of any member to attend a meeting. The Chief Inspector shall keep a record of such cases of absence and shall, when any non-official member's attendance is markedly irregular, bring the facts to the notice of the Administrator who may, if considered necessary remove such member from office.

(11) The Superintendent shall be advised by the resolutions of the Board in the management of the home or institution; provided that if, in the opinion of the Superintendent, it would be inconsistent with the Act or these rules, or inexpedient to give effect to any such resolution, he/she shall submit the resolution for the orders of the Board the fact of his/her having done so. The order of the Chief Inspector shall be final. It will, however, be subject to review by the Administrator who may confirm, rescind or modify such order.

Visitors' Book

42. The Superintendent shall cause a Visitors' book to be maintained at each protective home or corrective institution. A copy of the remarks of visitor recorded in the Visitor's Book shall be submitted by the Superintendent to the Chief Inspector soon after the remarks are recorded by the visitor.

Annual returns.

43. The Superintendent shall submit to the Chief Inspector a report on the administration of his/her protective home or corrective institution for the previous year, not later than the 15th May of each year in the form prescribed by the Administrator. The Chief Inspector shall send annually to the Administrator, in the first week of July each year a report on the working of these rules together with his/her remarks, if any.

Maintenance and auditing of accounts.

44. (1) The accounts relating to the cash transactions will be maintained by a responsible officer of the cadre of an Accountant of the protective home or corrective institution.

(2) A bank account shall be opened for money belonging to the protective home or corrective institution. The retention of heavy cash balance on hand is forbidden.

(3) A cash book shall be maintained wherein all daily transactions shall be recorded. All receipts and payments of cash are to be supported by proper vouchers. A balance-sheet will be drawn up at the close of every month.

(4) The cash book and cash balance will be checked by Superintendent daily or frequently as practicable.

(5) Half-yearly auditing of all the accounts of the protective home or corrective institution shall be got made by Government Auditors and audit reports submitted to the Chief Inspector for scrutiny.

Punishment for breach of rules.

45. Any person who commits a breach of rule 7 or 34 of these Rules, shall, on conviction by a Magistrate be punishable with fine which may extend to two hundred and fifty rupees.

46. Notwithstanding anything contained in these rules the Administrator may, in consultation with any State Government/Union Territory Administration and on such conditions as may be agreed upon, specify any protective home or corrective institution established in or licensed by such State Govt./Union Territory Administration to be the protective home/corrective institution for detention of girls or women from Dadra and Nagar Haveli and the rules/regulations of such home or institution shall be applicable to the inmates so ordered to be detained therein.

By order of the Administrator,
N. KRISHNASWAMY,
Secretary to the Administrator,
Dadra and Nagar Haveli,
Silvassa.

FORM-I

Form of undertaking

(See Rule 4)

In the Court of the Magistrate

I, of do hereby declare that I am willing to take charge of aged under the orders of the Court, subject to the following terms and conditions :-

- (i) I shall do my best for the welfare of the girl as long as she remains in my charge and shall make proper provision for her maintenance.
- (ii) If the girl's conduct is unsatisfactory, I shall at once inform the Court.
- (iii) In the event of the girl's illness, she shall have proper medical attention in the nearest hospital.
- (iv) The girl shall be free to follow the observance of her own religion.
- (v) I undertake to produce her before the court when so required.

Silvassa.
Dt.

Signature
Name.
Full Address.

FORM-II

(See Rule 5)

Warrant of commitment to a protective home/corrective institution.

In the Court of

To the Superintendent of the protective Home/Corrective Institution at

Whereas particulars of whom are furnished below has been ordered by me to be detained in a protective home/corrective institution for a period of from to under sub-section (1) of Section 10A/Sub-section (4) of Section 17/Sub-section (3) of Section 19 of the Suppression of Immoral Traffic in Women and Girls Act, 1956 as amended by the Suppression of Immoral Traffic in Women and Girls (Amendment) Act, 1978;

This is to authorise and require you the said Superintendent to receive the said into your custody together with this warrant and thereto detain her for a period referred to above in accordance with the Dadra and Nagar Haveli (Suppression of Immoral Traffic in Women and Girls) Rules, 1981, and to return this warrant with an endorsement certifying the manner of its execution.

Particulars

1. Name of the women or girl
2. Age
3. Religion
4. Marks of identification
5. Offence charged
6. Offence for which convicted
7. Sentence passed
8. Date of sentence
9. Period of detention

Given under my hand and seal of the Court, this
..... day of 198

FORM-III

(Form of Application for Licence)
(See Rule 7(1))

1. Full name of the applicant or association (if registered a copy of the registration certificate and particulars of all members of the association shall be given).
2. Religion.
3. Residence (Town or village).
Police Station
District.

(Note—In case of association, Particulars regarding items 2 and 3 be mentioned in respect of each member).

4. Name of the Institution.
5. Aims and objects of the institution.
6. Details about the financial condition of the Institution; funds, property and sources of income.
7. Arrangements made or proposed to be made for boarding and lodging. Also details of the building, whether owned by the institution or rented.
8. Arrangement in respect of general health of inmates and facilities for their medical treatment and arrangements proposed to be made for education, vocational training and moral instructions designed to make them fit for rehabilitation in life as normal citizens.
9. Full address of the proposed institution including the name of the city or town and the locality.
10. If any such application has been made previously, please state its result together with its date, month & year.
11. If the institution exists at present, the date of its commencement, annual reports of its working if prepared or its working to date.
12. Number of particulars of inmates at the time of opening the institution.
13. Maximum number of accommodation for children and women.
14. Any other particulars.

I/We hereby solemnly affirm that the above annexed particulars are true according to my/our best knowledge and belief.

Signature (s) with date and place
and name in block letters.

FORM-IV

(Licence)

[See Rule 7(2)]

S. No. of licence	Name and full address of the protective Home/Corrective Institution	Name and full description and residence of licensee	Name in full of the Manager of Protective Home/Corrective Institution	Particulars of services to be rendered by the institution	Restrictions as to number of inmates	Date of expiry of licence	Remarks
1	2	3	4	5	6	7	8

the.....day of.....198

(Seal) Licensing Authority.

CONDITIONS

1. This licence is granted subject to all provisions of the Suppression of Immoral Traffic in Women and Girls Act, 1956 as amended by the Suppression of Immoral Traffic in Women and Girls (Amendment) Act, 1978 and the Dadra and Nagar Haveli (Suppression of Immoral Traffic in Woman and Girls) Rules, 1980.

2. The licensee shall affix on a conspicuous part of the Protective Home/Corrective Institution a sign board on which

shall be painted in large letters in English and Gujarati, the name of the Protective Home/Corrective Institution.

3. The licence shall not be transferable.

4. The licence shall remain in force for a period of one year from the date of issue.

5. The licensee shall wherever practicable entrust the management of the protective Home/Corrective Institution to women.

FORM-V

Form of Application for renewal of licence

(See Rule 7 (3))

1. Full name of the applicant or association (if registered, a copy of the registration certificate and particulars of all members of the association should be given).

2. Religion.
3. Residence (town or village).
Police Station.
District.
4. Name of the institution.
5. Licence number and year.
6. Any other particulars.

Signature (s) with date
and place and name in
block letters.

FORM VI

The Inmate's Register

[See Rule 8(1)]

(Name of the Protective Home/Corrective Institution)

1. Name of the inmate.
2. Father's name or husband's name (in the case of a married women or girl).
3. Age.
4. Caste or religion, previous occupation, if any.
5. Previous place of settled residence, if any, (town or village), taluka and district.
6. Height.
7. Weight on admission.
8. Marks of identification.
9. General Health.
10. Ability to do any skilled work.
11. Calendar number of the case, and sentencing authority.
12. Period of detention and date of order of committal.
13. Date of admission.
14. Date of expiry of period of detention or transfer to another home/institution.
15. Work assigned.
16. Particulars and value of property delivered with or found on the inmate on admission, or subsequently received on her account with signature or left thumb print of the inmate in acknowledgement or correctness on each such occasion and on disposal.
17. Initials of Superintendent or his subordinate (with dates) in token of having received the property into his/her charge.

18. Remarks showing how the inmate has been disposed of after expiry of the period of detention or transfer. Initials of the Superintendent or his subordinate in token of accuracy of the entries.

19. State of health and weight on the date of discharge.

20. Initials of the Medical Officer (with date).

Note:—Particulars about health should be entered by the Medical Officer.

FORM VII

History Ticket

(See Rule 10)

Name of Protective Home/Corrective Institution

1. Date of admission.
2. Date of expiry of the period of detention.
3. Serial number in the Inmates Register.
4. Name.
5. Age.
6. Height.
7. Weight on admission.
8. Diet.
9. Nature of work assigned.
10. State of health on admission.
11. Remarks (Punishment awarded, etc.).
12. Results of monthly medical examination and weighment.

Date:— State of health Remarks and initials of the Superintendent.

Note:—Particulars about health should be entered by the Medical Officer.

FORM VIII

(See Rule 11)

Statement showing the gain or loss in weight of inmates in

(Name of the Protective Home/Corrective Institution)

for the month of

Name of Protective Home/Corrective Institution	Total No. of inmates weighed	No. of inmates lost weight	No. of inmates gained weight	No. of inmates whose weight have not changed	Average gain in weight
1	2	3	4	5	6

Medical Officer's Journal

[See Rule 19(2)]

Name of the Protective Home/Corrective Institution.

Month and date

Observation or Direction of the Medical officer .

Remarks of the Superintendent.

Licence for A Girl or Woman Discharged from A Protective Home/Corrective Institution.

No.

Place

Date

I.....Chief Inspector appointed under the Dadra and Nagar Haveli (Supereession of Immo-

ral Traffic in Women and Girls) Rules, 1980 do hereby permit girl/women by name.....aged..... years being kept in custody/detention under sub-section (1) of section 10A/Sub section (4) of Section 17/Sub section (3) of Section 19 in Protective Home/Corrective Institution at to live under the charge of on condition that the said.....shall take every care and precaution to prevent the exercise of any evil influence by any person in the said.....and keep her employed at.....

This licence will be in force until revoked or forfeited or the girl/woman attains the age of.....years.

Witness my hand this.....day of..... 198 .

*Where necessary,

Chief Inspector.

FORM XI

Disposal Register

[Sec Rule 38(7)]

(Name of the Protective Home/Corrective Institution)

1. Serial Number.
2. Name of girl or woman.
3. Age.

4. Caste, religion and language.
5. Conduct.
6. Attainment.
7. Health.
8. Medical treatment.
9. Date of leaving.
10. Duration of stay.
11. Remarks.

Signature of Superintendent.

FORM XII

Number of persons discharged during the year.

[See Rule 38(8)]

District, Taluka, Town or village

1. Name of the Protective Home/Corrective Institution.

2. Number of Girls/women discharged during the year.

Station:

Date

Superintendent of Protective Home/Corrective Institution.

